

National Aeronautics and
Space Administration

Goddard Space Flight Center
Greenbelt, MD 20771



April 7, 2011

Reply to Attn of: 210.Y

TO ALL POTENTIAL OFFERORS

SUBJECT: Request for Proposal (RFP) NNG11321993R, Goddard Institute for Space Studies (GISS) Contract

You are invited to submit a proposal for the Goddard Institute for Space Studies (GISS) procurement.

This procurement is an 8(a) set-aside competition. The NAICS code for this procurement is 541519 and the small business size standard is \$25M. This competitive RFP will result in a Cost-Plus-Fixed-Fee (CPFF) Completion type contract with a performance period of 1-year with four 1-year options from the effective date of the contract. The anticipated award date for the contract is January 2, 2012, with a 30-day phase-in period to commence 30-days prior to January 2, 2012, under a separate Firm-Fixed-Price (FFP) contract vehicle.

As listed in Provision L.6 a reference library has been established which contains information and reference material related to this solicitation. This data may be examined at the following location:

Address: NASA Goddard Space Flight Center
Bldg. 22, Room 132
Greenbelt, MD 20771

Point of Contact: Russellyn Hart

Telephone Number: (301) 286-3947

Email Address: Russellyn.Hart-1@nasa.gov

Time(s) for Viewing: An appointment is required to utilize the GISS Procurement Library. Appointments can be scheduled 9:00am – 3:00pm, Monday through Thursday, except on federal holidays. An appointment can be made by contacting Russellyn Hart using the contact information indicated above.

All documents related to this procurement, including this letter, the solicitation, attachments,

exhibits, the reference library and any amendments will be attainable electronically from the World Wide Web through the GSFC Procurement Home Page at:

<http://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=D&pin=51>

Offerors are required to periodically monitor the website for any potential updates.

This RFP does not commit NASA/GSFC to pay any proposal preparation costs, nor does it obligate NASA/GSFC to procure or contract for these services. This request shall not be construed as authorization to proceed with, or be paid for charges incurred by performing any of the work called for in this solicitation.

Proposals in response to this RFP shall be provided as stated in the RFP by the **due date of Monday, May 23, 2011, 3:00pm EST**. Proposals received after this time will be treated as late in accordance with Federal Acquisition Regulation (FAR) 52.215-1 entitled, "Instructions to Offers-Competitive Acquisitions". The proposal due date will not be extended based on routine issues or requests. Your proposal must be signed by an official authorized to bind the company and must contain a statement that the proposal is firm for at least 270 days from the date of initial submission.

Any comments/questions related to this RFP should be directed in writing **only** to the undersigned via email at: Russellyn.Hart-1@nasa.gov. Offerors phone calls addressing any comments/questions related to this RFP will not be accepted. The Government encourages you to submit any question on or before May 6, 2011, to ensure a timely response. NASA will respond to applicable comments and questions in writing by posting an electronic response at the same location as this solicitation. For identification purposes, all communications regarding this solicitation should include the above referenced RFP number.

Offerors are reminded that a "Blackout Notice" for this procurement will be distributed to all GSFC personnel concurrently with the release of the Final RFP to industry. Therefore, all communications pertaining to this procurement shall be directed only to the Contract Specialist or Contracting Officer listed below.

Russellyn R. Hart, Contract Specialist

Russellyn.Hart-1@nasa.gov

or

Maria L. McNamee, Contracting Officer

Maria.L.Mcnamee@nasa.gov

Thank you for your interest in NASA programs.



Maria L. McNamee
Contracting Officer